



REQUEST FOR BID REQUEST FOR PROPOSAL APPROVAL FORM

APPROVING DEPARTMENT	APPROVAL SIGNATURE															
Originating Department: _____	Contract to be Developed: YES _____ NO _____ (TERMS & CONDITIONS UNDETERMINED AT PRESENT)															
Budget Account #: _____																
Estimate of Cost \$ _____ (For Internal Purposes (Only))																
Project Title: _____																
Authorized Signature Originating Dept:	Pre-Approved Contract: YES _____ NO _____															
Signature: _____	County Attorney Reviewed Contract:															
Date: _____	Signature: _____															
	Date: _____															
<table style="width: 100%;"> <tr> <td style="width: 50%;">BID #: _____</td> <td style="width: 25%;"><i>Signature:</i> _____</td> <td style="width: 25%;"><i>Date:</i> _____</td> </tr> <tr> <td>CONTRACTS:</td> <td>Contract Monitor:</td> <td>_____</td> </tr> <tr> <td>RISK MANAGEMENT;</td> <td>Risk Manager:</td> <td>_____</td> </tr> <tr> <td>GENERAL SERVICES:</td> <td>Budget Officer:</td> <td>_____</td> </tr> <tr> <td>PURCHASING</td> <td>Purchasing Agent:</td> <td>_____</td> </tr> </table>		BID #: _____	<i>Signature:</i> _____	<i>Date:</i> _____	CONTRACTS:	Contract Monitor:	_____	RISK MANAGEMENT;	Risk Manager:	_____	GENERAL SERVICES:	Budget Officer:	_____	PURCHASING	Purchasing Agent:	_____
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GENERAL SERVICES:	Budget Officer:	_____														
PURCHASING	Purchasing Agent:	_____														

NEWSPAPER	
Purchasing Policy requires ad to be placed in one printed media, i.e.: Panama City News Herald. Others may be selected only when deemed necessary.	Please indicate the printed media in which the ad is to appear by initialing the appropriate box below and attach a requisition form for each media choice.
Panama City News Herald	
Pensacola News Journal	
Atlanta Journal Constitution	
Tallahassee Democrat	
Other (specify)	

This form must be completed in its entirety
prior to publication of any notice or call for bid in any printed media.

SAMPLE ONLY

REQUEST FOR PROPOSAL (RFP) for DESIGN/BUILD - REMODEL COUNTY COURTHOUSE will be received by the **BOARD OF COUNTY COMMISSIONERS OF BAY COUNTY, FLORIDA**, at the Purchasing Division, 517 E. 9th Street, Panama City, Florida 32401 up until 1:30 P.M., Central Time, January 31, 2000. Bids will be publicly opened and acknowledged at 2:00 P.M.

No bids will be opened unless accompanied by proof of payment of all Bay County taxes. Proof of payment must be attached to the outside of the bid envelope.

Bids shall be in a sealed envelope, plainly marked with firm name and address, the date and time of the opening, and bid number for **"DESIGN/BUILD – REMODEL COUNTY COURTHOUSE"**.

Project Description: The work under this project will involve the remodel of the Bay County Courthouse to include partial demolition and rebuilding of the original structure. All new construction shall necessitate matching the existing inside and outside walls during reconstruction as closely as possible.

A MANDATORY Pre-Bid Meeting will be held January 14, 2000, 2:00 P.M., 561 Mulberry Avenue, Panama City, Florida 32401. Point of Contact will be Mr. James Clawson at (850) 784-4048. Bids will only be accepted from firms in attendance at this pre-bid meeting. The completed Pre-Qualification Application of Prospective Bidders will be required to be submitted no later than January 14, 2000, 2:00 P.M. No bids will be accepted without submission of the Pre-Qualification Application.

RFP NO: 00-SAMPLE

Inquiries regarding the RFP should be directed to Mr. James Clawson, Bay County Purchasing Agent at (850) 784-4048.

The Board of County Commissioners reserves the right to accept or reject any and all bids in whole or in part, to waive informalities in the pre-qualification documents, to obtain new qualifications, or to postpone the opening pursuant to the Board's purchasing policies. Each submittal shall be valid to Bay County for a period of ninety (90) days after opening.

Bay County is an Equal Opportunity Employer.

This notice is dated December 20, 1999

Submitted by James Clawson, Purchasing Agent

NOTICE TO PUBLISHER: This legal ad to appear on December 22, 1999

Please forward the original "Proof of Publication" and the invoice to:

Bay County Finance Office
Post Office Box 2269
Panama City, Florida 32402

Purchase Order Number 12345 will be forwarded to you.